

## Volunteer Services Coordinator

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to recruit, train, and assist with the supervision of volunteers for all teams within the Division. Volunteer opportunities range from historical research, administrative work, assisting with public programming and events, horticulture projects, historic building and site maintenance, assisting with exhibits, and working with collections. The Division operates the six State museums, holds the State collections (historical and archaeological), maintains over 40 historic properties across the state, and operates the State Historic Preservation Office.

The Volunteer Services Coordinator will work with staff from across the Division to participate in all aspects of volunteer recruitment, training, and retention. This position will assist other Division staff with supervision of volunteers as appropriate. The Volunteer Services Coordinator also assists with the recruitment and coordination of interns.

The position is part time, not to exceed 29.5 hours/week, based in Dover, Delaware, with a payrate of \$19.11/hour.

To apply, please go to the [Delaware Employment Link site by clicking here](#).

**Closing Date:** August 12, 2023.

### Responsibilities:

1. Recruits, interviews, and selects volunteers. Assigns volunteers to a variety of settings.
2. Schedules interviews with agencies and completes follow-up. Serves as a liaison between volunteers and Division staff to promote acceptance of volunteers' role.
3. Assesses the need for volunteers within different teams within the Division through consultation with staff; explains the concepts and potentials for utilization of volunteer resources.
4. Develops and implements recruitment plans in the community through group contracts, media and individual contracts; prepares recruitment materials.
5. Confers with professional staff from various teams within the Division to assign volunteers to specific areas.
6. Promotes volunteerism through participation in community-wide events, contact with local media, and membership in professional organizations.
7. Develops and conducts orientation and training.
8. Develops and implements recognition plans to promote the efforts of volunteers in public and private organizations.
9. Maintains records and reports.

**Knowledge and Abilities:**

1. Knowledge of the concepts, principles and practices involved in the recruitment and supervision of volunteers and volunteer resources.
2. Strong written and oral communication skills with attention to details.
3. Excellent interpersonal skills to work with diverse visitors, residents, volunteers, and staff.
4. Ability to work well under pressure and manage multiple programs/deadlines.
5. Strong organizational and project management skills with ability to work independently, proactively, and as a team member.
6. Computer literacy, particularly in the Microsoft Office Suite and Google apps. Basic video editing experience is a plus, but not required.
7. Ability to utilize video conferencing programs such as Zoom and Teams for meetings and public programming.
8. Knowledge of social media platforms such as Facebook and Instagram.
9. Must have a valid driver's license and be able to work weekends, holidays, and occasional evening hours.

**Position Requirements:**

1. Six months experience in volunteer recruitment.
2. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in narrative report writing.
4. Knowledge of planning, developing, implementing, and evaluating programs.

**Delaware Division of Historical and Cultural Affairs**

[The Division of Historical and Cultural Affairs](#) serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

